

JULY 1996

INTRODUCTION TO THE CALTRANS SAFETY AND HEALTH MANUAL

This Safety Manual provides an authoritative source of information to assist managers, supervisors, and employees in their efforts to conduct Caltrans business in a safe and healthy manner consistent with applicable law, rule, policy, or regulation. This manual contains information and guidance about maintaining a safe and secure work environment for employees and visitors, including persons with disabilities, and the public, that is free from violence, threats, harassment, and intimidation.

This manual represents the basis for the Caltrans Injury and Illness Prevention Program (IIPP) as required by State law contained in Division 5 of the Labor Code and Title 8 of the California Code of Regulations, as codified in Section 3203 of the General Industry Safety Orders (GISO).

The policies, procedures, and work practices discussed in this manual are based on safety and health standards found in Labor Code requirements, Cal-OSHA regulations, Uniform Building Code standards, State Administrative Manual (SAM) guidelines, and/or related law, rule, or policy.

This manual represents the most current information about Departmental policies, procedures, and work practices. It is important to understand that it is impossible to adopt or set standards and procedures which will apply to every work setting or operation that may arise. In situations where unusual work conditions exist, or where hazards may be present, additional precautions and/or procedures may be designed or required to ensure safety. Individuals should consult with the District or Headquarters Safety and Health Offices about questions on safety and health issues and operating procedures that are not included in this manual.

The Caltrans Safety Manual is not intended to be a single source document and does not provide all of the details and information necessary to fulfill the requirements of the Caltrans Injury and Illness Prevention Program described in Section 3203 of the General Industry Safety Orders (GISO).

The user will have to consult with and research other Caltrans reference materials including code of safe operating practices, Material Safety Data Sheets (MSDS), Director and Deputy Directives, emergency action plans, training catalogs, the Guide to Employee Conduct and Discipline, and other documents for specific subject matter details if the information is not specifically covered in this manual.

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THIS SPACE AVAILABLE FOR NOTES:

ATTENTION MANAGERS AND SUPERVISORS

THIS CALTRANS SAFETY MANUAL HAS BEEN ISSUED TO :

(WRITE YOUR NAME ON THIS LINE)

THIS 1996 EDITION OF THE SAFETY MANUAL IS YOUR COPY OF THE CALTRANS INJURY AND ILLNESS PREVENTION PROGRAM

Managers and supervisors are responsible for the implementation and maintenance of the Department's Injury and Illness Prevention Program (IIPP), and providing a safe and secure work environment for employees and visitors, including persons with disabilities, and the public, that is free from violence, threats, harassment, and intimidation.

The following represents the minimum requirements of the Department's Safety Program:

- 1. Supervisors must have meetings with their employees to discuss safety and health issues, workplace security/violence, provisions for persons with disabilities, emergency action plan procedures, and other safety concerns:**
 - a. Office supervisors shall have safety meetings at least quarterly.
 - b. Field supervisors shall have safety meetings at least every ten (10) working days.
- 2. Supervisors shall conduct periodic facility safety inspections of their work areas. These areas include general office areas, field offices, laboratories, shops, and adjacent work areas. The following types of inspections are to be conducted:**
 - a. **Informal** - In the course of normal activities, inspect daily to detect and reduce physical and environmental hazards, including a review of warning signs of potential workplace security/violence. Document the findings and take corrective action.
 - b. **Formal** - Conduct a complete walk-through inspection of all work areas at least annually at all fixed worksites. Document the findings and take corrective action.
 - c. **Special** - Performed in response to reports of accidents, or near-miss accidents, unsafe conditions, possible health risks, new products, substances, and equipment. Document findings and take corrective action.
- 3. Supervisors are responsible to investigate and document all occupational injuries, illnesses, and actual or alleged acts of workplace violence:**
 - a. To identify contributing factors.
 - b. To prevent further occurrences.

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4. Supervisors must provide training and maintain records of the training covering:

- a. The hazards basic to all places of employment.
- b. The hazards unique to each job assignment.
- c. The recognition and prevention of workplace security/violence.
- d. Use and knowledge of emergency action plans.

5. Supervisors are responsible to enforce all safety and health laws, rules, policies, and regulations by:

- a. Counseling and educating employees when appropriate.
- b. Initiating appropriate disciplinary action when employees violate safety and health laws, rules, and policies, or fail to comply with workplace security/violence practices.

6. Supervisors are responsible to keep records on safety and health matters:

- a. Maintain and have records accessible on all safety and health issues.
- b. Maintain records on all worksite inspections and training programs for one (1) year.

The following information should be followed as the correct manner in which to respond to inquiries about the Department's Safety Program.

WHERE AND WHAT IS THE CALTRANS INJURY AND ILLNESS PREVENTION PROGRAM ?

Because Caltrans is made up of a varied and complex workforce, the **Department's Injury and Illness Prevention Program** is not available in a single source document. The basis of the Safety Program is in this manual. Other portions of the Safety Program can be found in other functional area program manuals and publications, codes of safe operating practices, Material Safety Data Sheets (MSDS), and other reference materials including training catalogs, emergency action plans, and the Guide to Employee Conduct and Discipline.

HOW TO RESPOND TO AN INQUIRY FROM A Cal-OSHA INSPECTOR.

Whenever a Cal-OSHA Inspector visits a worksite he/she usually will ask an employee (sometimes the first person seen) if they can identify and locate the **Department's Injury and Illness Prevention Program (IIPP)**.

The inspector will ask the question to ascertain if the employee knows about the **Injury and Illness Prevention Program**. The inspector wants to know if the supervisor is in compliance with Cal-OSHA regulations. The six (6) items listed above represent the Cal-OSHA requirements.

To assist you in the performance of your duties, read the following page titled "SAFETY AND HEALTH IN THE WORKPLACE", sign your name at the top, remove it from the manual, discuss it with your employees, then post it in a conspicuous place for all employees in your work area to see and read.

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SAFETY AND HEALTH IN THE WORKPLACE

Date posted: _____

At this work location/office _____ is the person responsible to
(Manager/supervisor, write your name on this line)

carry out the Caltrans Injury and Illness Prevention Program, as outlined below, and as described in the Caltrans Safety Manual. I have copies of the following documents available for review to help explain safety and health policies:

- Caltrans Safety Manual (1996 Edition)
- Caltrans Construction Program Manual
- Code of Safe Operating Practices
- Caltrans Guide to Employee Conduct and Discipline
- Other Resource Documents (Specify): _____
- Caltrans Maintenance Program Manual
- Caltrans Surveys Manual
- Training Plan Guidelines

The following represents the minimum requirements of the Department's Safety Program. As the supervisor, I will do the following to fulfill my responsibilities toward maintaining a safe and healthy work environment:

1. I will meet with my employees to discuss safety and health related issues, workplace security/violence, provisions for persons with disabilities, emergency action plan procedures, or other safety concerns:

- a. I will have safety meetings with my office workers at least quarterly.
- b. I will have safety meetings with my field workers at least every ten (10) working days.

Whenever safety or health concerns are brought to my attention, either at these meetings or at other times, I will investigate and take appropriate corrective action.

2. I will conduct the following types of periodic facility safety inspections in our work area:

- a. **Informal** - I will inspect daily to detect and reduce physical and environmental hazards, review warning signs of potential workplace security/violence concerns. I will document the findings and take corrective action.
- b. **Formal** - I will conduct a complete walk-through inspection (include items in Informal above) at least annually at every fixed worksite. I will document the findings and take corrective action.
- c. **Special** - I will request special inspections in response to reports of accidents, unsafe conditions, possible health risks, new products, substances, equipment, or when an incident occurred involving potential and/or actual act of violence or security concerns. I will arrange to have copies of documented findings and take corrective action.

3. It is my responsibility to investigate and document all occupational injuries, illnesses, and actual or alleged acts of workplace security/violence:

- a. To identify contributing factors.
- b. To prevent further occurrences.

4. I will provide training, or arrange for training, and will maintain records of the training covering:

- a. The hazards basic to all places of employment.
- b. The hazards unique to each job assignment.
- c. The recognition and prevention of workplace security/violence concerns.
- d. Use and knowledge of emergency action plans.

5. As your supervisor, I am responsible to enforce all safety and health laws, rules, policies, and regulations by:

- a. Counseling and educating my employees when appropriate.
- b. Initiating appropriate disciplinary action when my employees violate safety and health laws, rules, and policies or fail to comply with workplace security/violence practices.

6. I am responsible to keep records on safety and health matters:

- a. Maintain and have records accessible on all safety and health issues.
- b. Maintain records on all worksite inspections and training programs for one (1) year.

I may delegate some of the tasks outlined above to others, but I am responsible to ensure that all of the tasks are carried out as described. That responsibility cannot be delegated. Please contact me if you have any questions or concerns about safety and health matters in the workplace. You may also contact our local District or Head-quarters Safety and Health Office for information about safety and health issues.

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CALTRANS SAFETY AND HEALTH MANUAL REVISIONS

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RECORD OF REVISIONS

MANUAL CHANGE NUMBER	MANUAL CHANGE DATE	SUBJECT	CHAPTER, SUBJECT, AND /OR NUMBER	DATE INSERTED INITIALS
M81-17	2-28-81	NEW SAFETY MANUAL FIRST EDITION 1981	NEW SAFETY MANUAL FIRST EDITION 1981	2-28-81
M82-26	7-27-82	NEW SECTION; VEHICLE SAFETY	1-130 VEHICLE SAFETY	7-27-82
M87-1	1-20-87	REVISION: VEHICLE BACKING POLICY	2-10 VEHICLE BACKING POLICY	1-20-87
M87-2	5-5-87	NEW SAFETY MANUAL SECOND EDITION 1987	NEW SAFETY MANUAL SECOND EDITION 1987	5-5-87
M88-1	6-1-88	REVISION; HEALTH AND ADVISORY FACE AND EYE PROTECTION RESPIRATOR PROTECTION FIRST AID KIT RESPIRATOR HANDBOOK	1-30.4 ADVISORY COMMITTEE 3-20 FACE AND EYE PROTECTION 3-30 RESPIRATORY PROTECTION 6-30 FIRST AID KIT 15-00 RESPIRATORY HANDBOOK	6-1-88
M92-1	5-7-92	NEW SAFETY MANUAL THIRD EDITION MARCH 1992	NEW SAFETY MANUAL THIRD EDITION MARCH 1992	5-7-92
M96-1	7-10-96	NEW SAFETY MANUAL FOURTH EDITION JULY 1996	NEW SAFETY MANUAL FOURTH EDITION JULY 1996	7-10-96
M97-01	1-30-97	REVISIONS: VARIOUS	UPDATES CHAPTERS: 1,5,6,8,9,10,12,15,17,18,19, and INDEX	1-30-97
M98-01	5-27-98	REVISIONS: VARIOUS	UPDATES CHAPTERS: 1,2,6,and 19	5-27-98
M98-02	6-25-98	REVISIONS: VARIOUS	UPDATES CHAPTERS: 5,8,9,11,12,and index	6-25-98
M98-03	7-24-98	REVISIONS : VARIOUS	UPDATES CHAPTERS: 7,10,12,13,14,17,18,19,and index	7-24-98
M00-01	12-21-00	REVISIONS : VARIOUS	UPDATES CHAPTERS: 4,5,8,9,10,12,13,14,16,17,18,19,20, and index	12-21-00

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